



Foreign Affairs Handbook

4 FAH-3 – Financial Management Procedures Handbook

Change Transmittal: FMP-68

Date: September 18, 2012

4 FAH-3 H-050 OBLIGATION VALIDITY CRITERIA

Changes

1. This Change Transmittal updates 4 FAH-3 H-050, with the purpose to update the subsections regarding travel abroad, changing departure in the first 14 days to departure by December 31, in order to use prior years funds for travel into the new fiscal year. This change is expected to improve the Department's ability to purchase tickets in advance at reduced rates in order to achieve maximum savings for travel that occurs in the first quarter and in some cases even further into the next calendar year. Form numbers and titles were also updated as well as other minor edits.
2. If this issuance changes less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance changed more than half the words, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.1).

4. The office responsible for the material in this subchapter is RM/FPRA/FP. Please direct questions concerning content substance and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

Filing Instructions for Paper Copies

1. Remove and discard the old 4 FAH-3 H-050 (CT:FMP-67; 06-22-2012) and insert the new 4 FAH-3 H-050 (CT:FMP-68; 09-18-2012).
2. After inserting the material in the binder, insert this change transmittal immediately following the CT Checklist, then fill in the entry line for CT:FMP-68, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues;